

## **PURPOSE AND PLAN OF VOLUME V**

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**Volume V of the Treasury Financial Manual (V TFM) is the official publication through which the Financial Management Service (FMS), Department of the Treasury, issues codified instructions for Depositories within the 50 United States and the District of Columbia (domestic Depositories).**

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### **Section 1010 - Authority**

The Secretary of the Treasury is authorized by the Code of Federal Regulations at 31 CFR Part 202 to designate Depositories of public moneys, as necessary, for transacting Government business.

### **Section 1015 - Arrangement**

#### **1015.10 - Table of Contents**

A table of contents is provided for the volume.

#### **1015.20 - Divisions**

The TFM is divided into chapters, sections, paragraphs, and subparagraphs. Each chapter covers a specific area. Chapters are divided into sections, which may be further divided into paragraphs and subparagraphs.

#### **1015.30 - Numbering**

The following system is used to identify TFM material:

Volume V  
Chapter 1000  
Section 1010  
Paragraph 1010.10

#### **1015.40 - Cross-References**

Significant cross-references to the TFM are provided throughout the text; for example, V TFM 1015.30.

### **1015.50 - Page Designations**

Pages are designated by page number and date of issuance at the bottom of each page. Each page also shows the volume number and chapter number in the upper outside corner.

### **1015.60 - Assembly**

The TFM is punched for insertion in a conventional three-ring binder.

### **Section 1020 - TFM Bulletins**

Bulletins are issued to convey material of a one-time or temporary nature; they are also used as an expedient method for issuing instructions or requirements that are to be codified in the TFM at a later date.

Bulletins are signed by the Commissioner, FMS, and are sequentially numbered by fiscal year of issue. They have suggested retention dates, list superseded or rescinded material, and are to be filed with this volume. The material will be codified in the TFM by the retention date specified in the bulletin.

### **Section 1025 - Transmittal Letters**

Changes or additions to the TFM, excluding bulletins, are released under transmittal letters,

which are signed by the Commissioner, FMS, and are dated and numbered sequentially. Each transmittal letter summarizes the transmitted material, provides instructions for the addition or substitution of material, and specifies any regulation or published instructions that are superseded or rescinded. Transmittal letters are designed to be discarded after the transmitted material is filed in the TFM.

A "Checklist of Transmittal Letters" is provided for recording the date of receipt and incorporation of all changes to the TFM.

### **Section 1030 - Supplements**

A supplement contains additional guidance on a subject covered in the TFM. This guidance generally consists of lists of references, tables, or figures. When issued as a supplement, it provides a ready reference that is easier to use because the information is contained in one document rather than included within the body of the TFM. Supplements are always referenced in the TFM. See Appendix 1 for a list of supplements.

### **Section 1035 - Distribution**

Volume V changes or additions will be sent to the designated receiving point of each domestic Depository. When the mailing ad-

dress of this designated receiving point changes, it is the responsibility of the Depository to notify Treasury, FMS' Directives Management Branch of the change.

All requests concerning distribution of Volume V, including changes of address or quantity, should be sent to Treasury, FMS' Directives Management Branch (see contact page at the end of this chapter).

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## **Section 1040 - Inquiries and Contacts**

### **1040.10 - Transmittals Letters and Bulletins**

Each TFM transmittal letter and bulletin includes an Inquiries Section, which provides the address and telephone number of the office responsible for answering any questions concerning the general subject matter of the release.

### **1040.20 - Chapters**

Names, addresses, and telephone numbers of offices with specific or general areas of responsi-

bility are listed with their responsibility areas on a separate page at the end of each chapter. This page, entitled "CONTACTS," will be revised as contacts change. Any questions concerning the subject material should be directed to the office cited.

### **1040.30 - TFM Citations**

Inquiries concerning the subject matter should fully cite the pertinent TFM reference; for example, V TFM 1020.10.

## **CONTACTS**

*Any questions concerning this chapter should be directed to:*

**Directives Management Branch  
Financial Management Service  
Department of the Treasury  
Prince George's Metro Center II  
3700 East-West Highway, Room 5C16  
Hyattsville, MD 20782  
Telephone Number: (202) 874-9940**

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## APPENDIX NO. 1

## LIST OF SUPPLEMENTS TO V TFM 2000

***CA\$H-LINK OPERATING INSTRUCTIONS FOR DOMESTIC  
TREASURY'S GENERAL ACCOUNT DEPOSITARY BANKS (Up  
dated December 1995)******Contact:***

Banking Operations Branch  
Banking Management Division  
Financial Management Service  
Department of the Treasury  
Prince George's Metro Center II  
3700 East-West Highway, Room 5A05  
Hyattsville, MD 20782  
Telephone Number: (202) 874-6900

***CA\$H-LINK USER GUIDE (Issued August 1993)******Contact:***

Banking Operations Branch  
Banking Management Division  
Financial Management Service  
Department of the Treasury  
Prince George's Metro Center II  
3700 East-West Highway, Room 5A05  
Hyattsville, MD 20782  
Telephone Number: (202) 874-6900